Purpose:

The purpose of this policy is to govern the resource management process associated with the scheduling of Massey University’s academic offerings and ad hoc room bookings.

Principles:

The policy is based on the fundamental principles of:

- effective teaching and learning;
- efficient utilisation of resources; and
- equitable and impartial allocation of resources.

Policy:

Timetables and room bookings are to be constructed in accordance with the following thirteen (13) policy statements:

1. All scheduled teaching activities within each region are to be timetabled and managed by the relevant Regional Facilities Management Office, with all teaching space recorded on a national database. Regional timetabling will allow for both exclusive and preferential usage, where justified and authorised at the Campus Registrar level (or a suitable delegated authority).

2. In scheduling teaching activities, priority will be given to matching the size and nature of the teaching space with the nature of the teaching activity and the number of students expected in the class.

3. Where possible, the location of the teaching space be matched with the location of the College making the request.

4. There is a clear description of all teaching spaces with details recorded of design features, facilities and suitability for various teaching modes, the maximum student numbers for each mode, and disability access.

5. The teaching mode, required facilities and expected class size be clearly stated by staff when lodging a request for teaching space.

6. Available teaching space and the characteristics of that space, to be viewed via the Massey University website.

6. In accordance with University policy, there is provision within each Region for one common non-teaching break per week.

7. Normal hours of teaching are 8:00am to 6:00pm (i.e. the last class scheduled at 5:00pm) from Monday to Friday. Later classes available on request.
9. The teaching and examination timetables are constructed with reference to one another and within a consistent policy framework.

10. Teaching and examination timetables are published to students concurrently with the release of enrolment publications (generally 1-Oct each year). Teaching locations, as a function of class size, to be advised as soon as practicable and prior to the commencement of the teaching period.

11. All post-publication timetable change requests must be authorised by the Academic Director (or a suitable nominee eg Head of Department/School/Institute or Regional Timetabling Committee) in consultation with the Departmental/School/Institute Head and advised to the relevant Timetabling Officer for consideration and action.

12. The teaching timetable includes the names of Paper Coordinators.

13. That the approval process for all new degree/programmes and/or papers include an assessment of the teaching and examination timetabling implications.

Definitions:

All teaching space includes:

- Teaching rooms (lecture theatres/rooms, tutorial/seminar rooms)
- Scientific laboratories and workshops
- Computer laboratories
- Workshops/work rooms
- Meeting/board rooms

The following criteria are to be used for assessing whether a College/Section shall have preferential or exclusive use of a teaching space.

Preferential use

- The College/Section had paid a substantial amount from its own budget for the upgrading of facilities or for equipping them, and they have current teaching and learning in them
- The space has been purpose-built for particular teaching related activities of the College, and they have current teaching and learning in them
- The space houses expensive equipment which requires special security or where there are occupational health and safety issues

Exclusive use

- The security or occupational health and safety arguments are overwhelming, and the venue is secure outside teaching times
- The venue is unsuitable for use by others

Audience:

All staff.

However it is recognised that to produce effective teaching timetables requires an understanding of the teaching space available and relevant operational issues within each Region. This may mean each Region has different requirements and constraints. These must be given due consideration, and built into the timetabling business rules for each Region.
Relevant Legislation:
None

Legal Compliance:
None

Related Procedures:
- Timetabling and Room Booking Policy (Long)
- Post-Publication Change Request Process

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